

## **ASSISTANT BUSINESS DEVELOPER**

### **PURPOSE:**

Assist in the implementation of the City of Duluth and Duluth Economic Development Authority community economic development goals to create jobs and increase the tax base, through activities under the direction of a Business Developer.

### **FUNCTIONAL AREAS:**

1. Administer specific programs or implement projects from start to completion, where objectives, policies, and procedures are pre-established.
  - \*A. Develop new businesses or expand existing businesses within the City of Duluth by evaluating business needs and matching those needs with available resources.
  - \*B. Evaluate the creditworthiness and feasibility of projects or developers which are being considered for financial assistance and take action based on the conclusions.
  - \*C. Monitor the fiscal and developmental performance of businesses which receive assistance and take all necessary steps to ensure compliance with development objectives.
  - \*D. Prepare applications and administer economic development incentive funds, grants and loan programs in a manner which ensures adherence to the terms of assistance through proper documentation and monitoring.
  - \*E. Provide technical assistance for projects such as new infrastructure development, the redevelopment of substandard buildings, and the redevelopment of polluted sites.
2. Assist a Business Developer on more complex activities by conducting research and providing support materials for promoting business and industrial development projects and proposals.
  - \*A. Research applicable public and private funding sources and business data.
  - \*B. Prepare graphic and narrative materials for development proposals on subjects such as job training, labor availability, site information, utilities, land ownership, public financing programs and community resources.
  - C. Organize and maintain a database of information for the preparation of proposals or contracts for business and economic development projects.
3. Provide information and assistance to the public, citizen committees, civic organizations, and other groups involved in business development activities.
  - \*A. Answer public inquiries and provide information on resources which meet the needs of businesses seeking assistance.
  - \*B. Provide professional and technical assistance on business development activities to City Boards and Committees.
  - \*C. Provide information and education on local business assistance programs to

individuals, businesses and the public at large.

- D. Perform market analyses for specific sites or neighborhoods and prepare and implement a plan in response to the conclusions of those analyses.

## MINIMUM REQUIREMENTS

### Education & Experience

A degree in Urban Planning, Public Administration, Business Administration, or related field from an accredited institution, plus two (2) years of verifiable experience in a position with duties similar to those described above; or a combination of verifiable education and experience equaling four (4) years as an economic developer with duties similar to those described above.

### Knowledge

- †A. Knowledge of the basic operations of businesses, including the principles and practices of accounting and finance.
- †B. Knowledge of development negotiations and legal contracts used in business.
- C. Knowledge of state and local legislative processes which affect business and development activities.
- D. Knowledge of the economic needs and structure of the City and its various neighborhoods.
- E. Knowledge of the principals and practices of urban planning, including land use and zoning, as they relate to business development.
- F. Knowledge of effective marketing and public relation techniques for economic development activities.
- †G. Knowledge of local, State, and other business development programs, their requirements and procedures.

### Abilities

- †A. Ability to act responsibly on projects with pre-established objectives, policies, and procedures, but which require a wide latitude for individual initiative and discretion.
- †B. Ability to travel and participate in various work-related activities after regular business hours.
- †C. Ability to transport oneself to, from and around sites, projects, programs and sites of public meetings.
- †D. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 lbs. per load for presentation at public meetings.
- †E. Ability to calculate basic financial analysis functions used in the analysis of

business needs, such as net present value and rate of return.

- †F. Ability to read and understand financial reports, annual reports, profit & loss statements and balance sheets in order to analyze the business being reviewed.
- †G. Ability to provide support for projects of higher complexity through research and the preparation of materials needed to complete such projects, under the direction of a Business Developer.

### Skills

- †A. Skill in making the best use of the resources available for business development by prioritizing projects using logical assumptions and a knowledge of business facts.
- †B. Skills in analyzing the financial needs of businesses and developing a package of public and private financing to meet those needs.
- †C. Skill in administering loan programs based upon thorough knowledge of proper documentation and monitoring procedures to ensure compliance with public goals.
- †D. Skill in organizing and presenting information to others by making written and verbal presentations clearly and responding to questions directly and confidently.
- †E. Skill in explaining, administering and developing business financing programs, such as SBA programs, and referring clients to appropriate organizations.
- F. Skill in building trust to gain the commitment of individuals and groups to undertake development projects or solutions which benefit all parties and implement public goals.

\* Essential functions of the job

† Job requirements needed the first day of employment

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